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Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: COMMUNITY POLICE REVIEW MANAGER (NON-CLASSIFIED)

DEFINITION

Under general direction of the City Manager/Assistant City Manager, to administer the activities of the Community Police Review Commission Office; to exercise authority and responsibility for the monitoring, review, and assessment of police misconduct investigations; to administer broad oversight powers that include the evaluation of the overall quality of police conduct and the authority to recommend systematic change in training and other preventive measures which will improve the quality of police services; to educate the public on the role of the position and the Commission; and to assist the community with the process and procedures for investigation of complaints against police officers; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: City Manager/Assistant City Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager/Assistant City Manager. Provides professional expertise and advice to the Community Police Review Commission and City Manager/Assistant City Manager. Supervise all professional, technical, and/or administrative support staff employed in the Office of the Community Police Review Commission.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Plans, organizes, and supervises the work the Office of the Community Police Review Commission in the review of citizen complaints against Police Officers.
- Oversees the day-to-day functioning of the staff to the Community Police Review Commission; coordinates the efforts of the Community Police Review Commission to fulfill its statutory duties.
- Reviews all complaints filed by citizens against individual police officers and refers complaints to the Police Department for investigation.
- Reviews all citizen complaint investigations completed by Police Department; requests Police Chief to further investigate cases which are found to lack thoroughness or objectivity.
- Assigns investigations of citizen complaints to independent investigators, if deemed necessary.
- Conducts public outreach to educate the community on the role of the Community Police Review Manager; assist the community with the process and procedures for investigation of complaints against police officers; works with the Mayor, City Council, Police Department, City Manager and community in partnership to ensure success of the oversight process.
- Develops and monitors the budget of the Office of the Community Police Review Commission.

- Produces annual reports to the Mayor and City Council analyzing trends and patterns, and recommending improvements to the complaint review process, and Police Department training needs, as well as procedural changes which will improve police/community relations.

QUALIFICATIONS

Knowledge of:

- The organization, responsibilities, functions, policies, and procedures of local law enforcement.
- Public administration principles and practices, including organization, structure, and employee relations in a municipal setting.
- Administrative, constitutional, criminal, and public records laws and procedures.
- Fundamentals of criminal and administrative investigations including interview and interrogation principles and techniques.
- Current case law and statutes in the criminal law field and familiarity with penal and evidence codes and other related authorities such as Government Code Section 3300.
- Business computer user applications.
- Budgetary and financial record keeping principles and practices.

Ability to:

- Analyze complex and sensitive administrative, operational, political and organizational problems, evaluating alternatives and reaching sound conclusions.
- Work with and demonstrate sensitivity for both the rights of individuals and the differences in people's ethnic and cultural heritage, age, gender, sexual orientation, disabilities, attitudes, beliefs, goals and interests.
- Perform public speaking assignments, including formal presentations.
- Maintain effective community relations.
- Demonstrate a high standard of integrity and professionalism.
- Work effectively with residents, business and community organizations, public and private agencies, and Police Department personnel.
- Demonstrate a commitment to protect the basic constitutional rights of all affected parties.
- Act independently, creatively and fairly.
- Interpret and apply laws and regulations.
- Express oneself clearly and concisely, both orally and in writing, and to edit written materials.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university. A Master's degree in a related field or a law degree would be desirable.

Experience: Five years of progressively responsible experience in a work related occupation for a governmental agency.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid, class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Community Police Review Manager

TO: